

# **SUPERVISOR INSTRUCTIONS**

## **RETIREMENT/RESIGNATION/SEPARATION**

In accordance with NOAA Corps Directive (NCD), Chapter 8, Part 2, Section 08204E, On the NOAA Corps officer's last day of duty, the Supervisor shall:

- (1) notify the Director, CPC, (via endorsed orders) of the NOAA Corps officer's last day of duty;
- (2) furnish an itemized list of Government property turned in or accounted for by memorandum to Director, Commissioned Personnel Center (CPC). If publications or other property are transferred instead of returned, documentation is required;
- (3) forward the following items to the Director, CPC:
  - (a) DD Form 1172-2 - Department of Defense Common Access Card;
  - (b) DD Form 1173 - Uniformed Services Identification and Privilege Card(s) for dependents;
  - (c) Government Credit Card(s);
  - (d) Medical Facility Card(s);
  - (e) Service Etiquette Book
- (4) submit a final Fitness Report for Commissioned Officers (NOAA Form 56-6) in accordance with NCD Chapter 4, Part 4 to the Director, CPC